

# **INSTRUCTIONS FOR COMPLETING**

## **NOTIFICATION OF INTENT TO BEGIN OPERATION**

### **SAND AND GRAVEL GENERAL PERMIT**

### **PORTABLE FACILITY**

#### **INTRODUCTION:**

Ecology **must receive** notification of intent to begin operation at least ten (10) days before beginning operation at a new location. The notification form is an official document committing the Permittee to compliance with the requirements of the general permit at the proposed site. The form provides critical information to Ecology necessary to make an initial determination of compliance with permit conditions at the proposed site of operation. Ecology reserves the right to require additional information or BMPs before operation begins when the notification form is incomplete or environmental sensitivity is not sufficiently addressed.

The following instructions are provided to assist you in accurately completing the notification form. You are encouraged to read the instructions for each section on the form before you enter information. If you have any additional questions about completing the form, you are encouraged to contact your permit manager for additional clarification. **Complete all portions of the notification form. Provide accurate and legible information (print in ink or type).**

#### **HEADING:**

Fill in the name of the site (or a descriptive name) and the date that operations are proposed to begin.

#### **PORTABLE INFORMATION:**

This section provides basic information to identify the permitted portable. The portable name and company name should be as they appear on the permit. The contact person is the person that can answer any questions that Ecology may have while reviewing the notification form. This person should be available during Ecology's 10-day review period to answer questions.

#### **SITE INFORMATION:**

**SITE OWNER/OPERATOR:** You must supply the name of the owner or operator at the site where the portable intends to begin operating. This will typically be the owner of the site unless it has been leased to an operator. Include the phone number for the site owner/operator.

**LOCATION ADDRESS:** Name the county where the site is located and provide a street address for the site. If no street address is available, provide appropriate location information, such as a highway or road designation.

If there is a wastewater discharge permit (issued by Ecology) for other activities at the site, mark the "yes" box and provide the permit number. List the other activities at the site (e.g. mining, manufacturing).

**DIRECTIONS FROM NEAREST HWY OR CITY/TOWN:** The directions should briefly describe how to find (drive to) the site from a readily identifiable nearby landmark/location. It should be more than just the name of a town/city.

### **SITE EVALUATION:**

Provide the date that you intend to begin operation at the site and the date you expect to end operations. Provide an estimate of the amount of product to be produced.

**AQUIFER INFORMATION:** Indicate by checking the appropriate box, if any of these aquifer designations apply to this site. Critical Aquifer Recharge Area is an area that is determined to have a critical recharging effect on an aquifer used as a source for potable water. They are designated by the local jurisdiction. Wellhead protection area means the surface and subsurface area surrounding a well or well field that supplies a public water system. The location of wellhead protection areas is available from the local government planning agency and the water system operator in the area. Sole source aquifer means an area designated by the US Environmental Protection Agency (EPA) under the Safe Drinking Water Act of 1974. You can get this information from the EPA Region 10 office or from your Ecology permit manager.

### **WASTEWATER DISCHARGES:**

**CHECK BOX:** Check the first box only if you have no process water, no mine dewatering water, and stormwater percolates direct to ground and does not puddle or flow. If you check this box, skip over “monitoring plan”, “identify each discharge point”, and “surface water discharge” and go to “site description” on page 3.

**MONITORING PLAN:** Indicate if you have completed a monitoring plan for this site by checking the appropriate box. Monitoring plan requirements are found in the permit under Special Condition S5.

**IDENTIFY EACH DISCHARGE POINT:** Each discharge point refers to each point where samples will be taken to comply with permit monitoring requirements. The permit requires you to identify each monitoring point with a unique identifier (name). You can use any naming convention you like as long as each monitoring point has a different name. You will use the same name(s) when reporting monitoring results to Ecology. If you may have more than two (2) monitoring points, copy this page as necessary to describe all monitoring points.

*Discharge Information - Mark all boxes that apply to the discharge.*

**Process Water** means any water that comes into direct contact or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product. The term shall also mean any waste water used in the slurry transport of mined material, air emissions control, or processing exclusive of mining.

**Mine Dewatering Water** means any water that is impounded or that collects in the mine and is pumped, drained, or otherwise removed from the mine through the efforts of the mine operator. This term shall also include wet pit overflows caused solely by direct rainfall and ground water seepage. However, if a mine is used for treatment of process generated waste water, discharges of commingled water from

the mine shall be deemed discharges of process generated water.

**Stormwater** means rainfall and snowmelt runoff.

*Receiving Water Information* - Indicate whether the discharge goes to a drain system, ground, or surface water.

**Storm Drain System** is any stormwater collection and delivery system operated by a separate entity such as a municipality, flood control district, utility or private entity (e.g. industrial park). Provide the name of the storm drain system.

**Ground Water** discharges are any discharges to ground, including direct or indirect discharges to ground water. Discharges to dry wells, drainfields, unlined truck washout areas, infiltration basins or unlined lagoons are included in this category. Indicate the nature of the discharge by checking the appropriate box.

**Surface Water** discharges include discharges from the site which flow directly to surface waters of the state. This includes discharges to rivers, lakes, creeks, ditches, wetlands, estuaries, saltwater or other surface water bodies. Provide the name of the receiving water. If water is initially discharged to an unnamed receiving water before entering a named receiving water, include the named receiving water, i.e., "Unnamed ditch to Big Creek". For "Tributary To", provide the name of the next major water body down stream from the receiving water. If there is none, indicate so.

**SURFACE WATER DISCHARGE:** If you may discharge to surface water, Ecology requires additional information about the amount of discharge versus the amount of receiving water. This is necessary to address the issue of dilution.

- ◆ Provide an estimate of the flow of the receiving water and discharge. Flow can be in gallons/minute or cubic feet per second or you can provide the width, depth and velocity of the water.
- ◆ Flow of the receiving water should coincide with flow of discharge. Typically that will be the minimum flow of the receiving water when discharge of process water or stormwater is at a maximum. The point is to describe the maximum effect your discharge will have on the receiving water. If you are discharging to a wetland or lake/pond, describe the receiving water body and provide an estimate of dimensions.

**SITE DESCRIPTION:** On a separate piece of paper, provide a sketch map of the site indicating major features such as access road, stockpile locations, location of process equipment, surface water features (ponds, wetlands, streams, etc.), and infiltration areas (depressions, ditches).

Provide a description of the topography and land use at the site. If the area is developed, indicate the number of residences and businesses within a mile of the site. If the area is undeveloped, indicate the type and density of vegetative cover. Provide the name and location of surface water bodies including ditches and storm drains within a mile of the site. For seasonal streams, unnamed streams and ditches, indicate if they connect to (are tributary to) larger, named water bodies.

**BEST MANAGEMENT PRACTICES (BMPs):** BMPs are critical to compliance with permit conditions. This section provides a quick inventory of the BMPs that you will use at the site to control pollutants and manage the discharge of process water and stormwater. Mark all that apply. For each listed BMP, place the letter "S" if the BMP is applied to stormwater, the letter "P" if the BMP is applied to process water, and the letter "B" if applied to both storm water and process water. Management BMPs (b.) include a pollution prevention committee, good housekeeping, preventive maintenance, employee training, inspections, and record keeping.

**POLLUTION PREVENTION PLANS:** The permit requires a Stormwater Pollution Prevention Plan (SWPPP), an Erosion and Sediment Control Plan (ESCP), and a Spill Plan. Since conditions change from site to site, you must review these plans for each site to determine if they adequately address site-specific conditions. Plans must be updated as necessary to assure compliance with permit conditions. Indicate by checking the appropriate box if you have completed this task.

### **SITE RESTORATION:**

This section provides information on what impact the portable operation will have on the site and what measures will be taken to mitigate that impact when the portable leaves the site.

### **REGULATORY STATUS:**

It is the Permittee's responsibility to identify and comply with any other permitting or regulatory requirements associated with operation at the proposed site.

### **ROCK CRUSHER PROVISION:**

Permit Special Condition S2.G. *Portable Facilities* requires that a portable rock crushing operation comply with one of the following (mark the appropriate box):

**Site does not require coverage** - There is no mining or other activity at the site subject to coverage under this permit, or

**Site has permit coverage** - The site has coverage under the sand and gravel general permit or other appropriate wastewater discharge permit, or

**Site should get coverage** - The site appears to require coverage under the sand and gravel general permit (you must also notify the land owner in writing that the site appears to require permit coverage), or

**Site will be restored** - When operation of the portable is completed, the site will be restored (overburden returned, reseeded, and the site stabilized to minimize soil erosion and encourage natural vegetation).

### **CERTIFICATION BY PERMITTEE:**

This section should be read carefully.

A responsible official or authorized representative of the owner shall print or type his or her name for clarity, then sign and date the document on the lines provided.

For a corporation, the notification form must be signed by a responsible corporate officer or a duly authorized representative, if such representative is responsible for the overall operation of the portable facility.

For a partnership, the notification form must be signed by a general partner.

For a sole proprietorship, the notification form must be signed by the proprietor.

For a municipal, state or other public agency, the notification form must be signed by either a principal executive officer, ranking elected official, or other duly authorized employee.

In the case of co-permittees, both the operator/contractor and the owner/representative must sign the notification form.

### **WHERE TO SEND NOTIFICATION:**

Completed notification forms should be delivered to the appropriate Ecology Regional Office based on the county in which the proposed site is located (see below). Since the form must arrive at Ecology at least 10 days before operation of the portable begins, you may want to document the arrival time by using certified mail or other receipt that records the time the form arrives at Ecology.

REGIONAL OFFICE ADDRESS	COUNTY IN WHICH FACILITY IS LOCATED	
Washington State Dept of Ecology <b>Central Regional Office</b> 15 West Yakima Avenue, Suite 200 Yakima, WA 98902-3401 Attn: Water Quality Permit Coordinator Phone (509) 454-7869 711 or 1-800-833-6388 (TTY)	Benton Chelan Douglas Kittitas	Klickitat Okanogan Yakima
Washington State Dept of Ecology <b>Eastern Regional Office</b> North 4601 Monroe, Suite 202 Spokane, WA 99205-1295 Attn: Water Quality Permit Coordinator Phone (509) 329-3428 711 or 1-800-833-6388 (TTY)	Adams Asotin Columbia Ferry Franklin Garfield Grant	Lincoln Pend Oreille Spokane Stevens Walla Walla Whitman
Washington State Dept of Ecology <b>Northwest Regional Office</b> Mail Stop NB-81 3190 160th Avenue Southeast Bellevue, WA 98008-5452 Attn: Water Quality Permit Coordinator Phone (425) 649-7201 711 or 1-800-833-6388 (TTY)	Island King Kitsap San Juan	Skagit Snohomish Whatcom

Washington State Dept of Ecology  
**Southwest Regional Office**  
300 Desmond Drive  
Post Office Box 47775  
Olympia, WA 98504-7775  
Attn: Water Quality Permit Coordinator  
Phone (360) 407-6280  
711 or 1-800-833-6388 (TTY)

Clallam  
Clark  
Cowlitz  
Grays Harbor  
Lewis

Mason  
Pacific  
Pierce  
Skamania  
Wahkiakum